

Dear Ms. Best:

This is an update to your Freedom of Information Act request of 05/22/2019 (GSA-2019-001090), in which you requested:

"Records pertaining to the first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests. A copy of the agency's first successful FOIA appeal. Etc..."

In order to properly respond to your request, it is necessary for us to take a 10 working day extension under 41 CFR 105-60.404(a)(1), the need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. You should expect a final reply on or before July 17, 2019.

We apologize for this delay and any inconvenience it may cause you.

Respectfully,
GSA FOIA Requester Service center
Washington DC Headquarter Office